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 **Zoom Participant Guide**

**Before a videoconference:**

*If you have never used Zoom before or will be using it on a different device, try a test call before your meeting begins by visiting* [*https://zoom.us/test*](https://zoom.us/test)*.*

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive an invitation to join a videoconference will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

*If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:*

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your phone keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2 digit participant ID to be associated with your computer.
4. To reduce feedback, mute your microphone using the Zoom Mute icon and turn off your computer audio.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

* Mute/Unmute your microphone (far left)
* Turn on/off camera (“Start/Stop Video”)
* Invite other participants
* View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
* Change your screen name that is seen in the participant list and video window
* Share your screen

For general questions about Zoom, please contact Maria Swoboda at mswoboda@andvsa.org.